

Northwest Minnesota
Area Transportation Partnership

Beltrami

Clearwater

Hubbard

Kittson

Lake of the Woods

Marshall

Norman

Pennington

Polk

Red Lake

Roseau

Operations AND Policy Manual

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INTRODUCTION

The Northwest Minnesota Area Transportation Partnership (ATP-2) was formed in 1993 following passage of landmark federal surface transportation legislation in 1991 requiring states to emphasize greater planning, multi-modal decision making, and local and public involvement in the development of transportation plans and programs. The Minnesota Department of Transportation (MnDOT) established Area Transportation Partnerships (ATP) in response to this new legislation as a way of providing a sub-state geographic focus on transportation decisions that involve the programming of federal transportation funding included in the Minnesota State Transportation Improvement Program (STIP).

This Operations and Policy Manual provides policies and guidance to assist ATP-2 in its overall governance and operations. One of the primary roles of ATP-2 is to annually develop a draft Area Transportation Improvement Program (ATIP). The ATIP is an integrated list of state and local priorities seeking federal transportation funding covering a minimum four-year period recommended for inclusion in the STIP. ATP-2 is also responsible for assisting MnDOT District 2 in managing the ATIP after the STIP has been approved by federal transportation authorities. Program management involves the establishment and enactment of policies and procedures to ensure the orderly delivering and development of the projects in the program.

The objectives of this manual are to:

1. Provide information regarding Minnesota Department of Transportation's (MnDOT) statewide transportation investment process.
2. Identify ATP-2's membership, roles, and responsibilities.
3. Establish consistent policies and procedures for soliciting, ranking, and selecting projects seeking federal transportation funds.
4. Set a framework for the equitable distribution of federal funds for local projects.
5. Identify policies and procedures to managing projects in ATP-2's ATIP after they have been programmed in the STIP.
6. Assist the Grand Forks – East Grand Forks MPO in inclusion of its TIP into the ATIP.

While this manual attempts to standardize many recurring activities by establishing specific policies and procedures, there may be instances where ATP-2 is required to act independently from the guidance prescribed herein. In these cases, ATP-2 should conduct its affairs, make decisions, and act in a manner consistent with the purpose and intent of these policies as well as any other state and federal guidance or requirements governing the programming of federal transportation projects.

State Transportation Improvement Program and Federal Surface Transportation Bill

The current federal surface transportation bill coupled with previous bills has created a new and dynamic focus for transportation planning and programming for the Nation. As legislatively required, each state must produce a State Transportation Improvement Program (STIP) document. The STIP is a comprehensive four-year schedule of planned transportation projects eligible for federal transportation funding. It is fiscally constrained based on the funding that each State can reasonably expect to be available for the life of the document.

The STIP must include capital and most non-capital transportation projects proposed for funding under Title 23 (Highway) and Title 49 (Transit) of the U.S. Code. It must also contain all regionally significant transportation projects that require action by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). For informational purposes, the STIP should include all regionally significant projects proposed to be funded with other federal and/or non-federal funds.

Surface transportation legislation requires states and metropolitan areas to emphasize public involvement in developing transportation plans and programs. Since many investment decisions included in the STIP have potentially far-reaching effects, surface transportation legislation requires planning processes to consider such factors as land-use and the overall social, economic, energy, and environmental effects of transportation decisions. Additionally, these planning activities provide input into the programming process, so there must also be reasonable opportunities for public comment in the development of the STIP.

Area Transportation Partnerships

Minnesota has established a decentralized investment process relying upon the input and recommendations of eight Area Transportation Partnerships (ATPs) throughout the state. ATPs bring together the transportation recommendations of MnDOT and other transportation partners into an integrated list of transportation investments called the Draft ATIP. ATIPs are prepared annually by each ATP and cover a minimum four-year time frame.

There is one designated metropolitan planning organization in the ATP: Grand Forks – East Grand Forks MPO. The MPO is legislatively required to develop a TIP showing prioritized projects for its MPO geographical area. By cooperatively working with the ATP, the MPO develops a TIP through a process of annually soliciting projects, both local and state projects in the MPO area; developing annual estimates of available funding for the TIP/ATIP cycle; and reviewing, commenting, and prioritizing transportation projects for a final TIP. Once the MPO TIP is developed and prioritized, the MPO submits its TIP projects for incorporation into the ATIP and STIP.

ATPs consider the transportation priorities of the Regional Development Commissions (RDC), Metropolitan Planning Organizations (MPO), Tribal Governments, Counties, Cities, Transit Providers and MnDOT Districts in preparing their Draft ATIPs. Once developed, the Draft ATIPs are recommended by the ATPs to their respective MnDOT Transportation District Engineer for inclusion in the Draft STIP.

ATPs may establish criteria to help in project selection and may develop separate policies and procedures to manage their individual programs and activities. Creation of this manual serves as ATP-2's official document governing its operations.

ATP, RDC, and MPO Boundaries

ATP boundaries generally follow MnDOT State Aid District boundaries. **Figure 1** is a map illustrating the eight ATP boundaries. The geographic area represented by this ATP-2 is identified as “2” on the map and encompasses an 11-county area of Northwest Minnesota including the following counties:

- Beltrami
- Clearwater
- Hubbard
- Kittson
- Lake of the Woods
- Marshall
- Norman
- Pennington
- Polk
- Red Lake
- Roseau

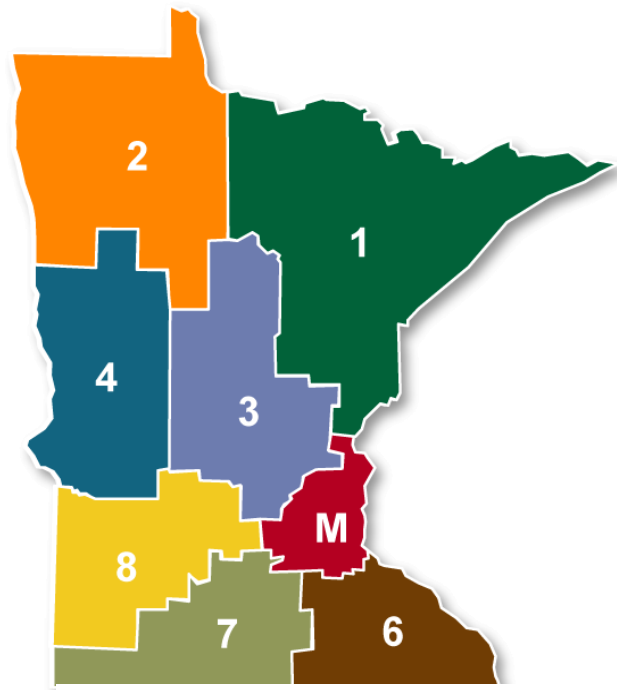


Figure 1 - ATP Boundaries

Figure 2 depicts MPO and RDC areas in Minnesota. ATP-2 is represented by two active RDCs and one designated MPO:

- Region 1 – Northwest Regional Development Commission
- Region 2 – Headwaters Regional Development Commission
- Grand Forks-East Grand Forks Metropolitan Planning Organization

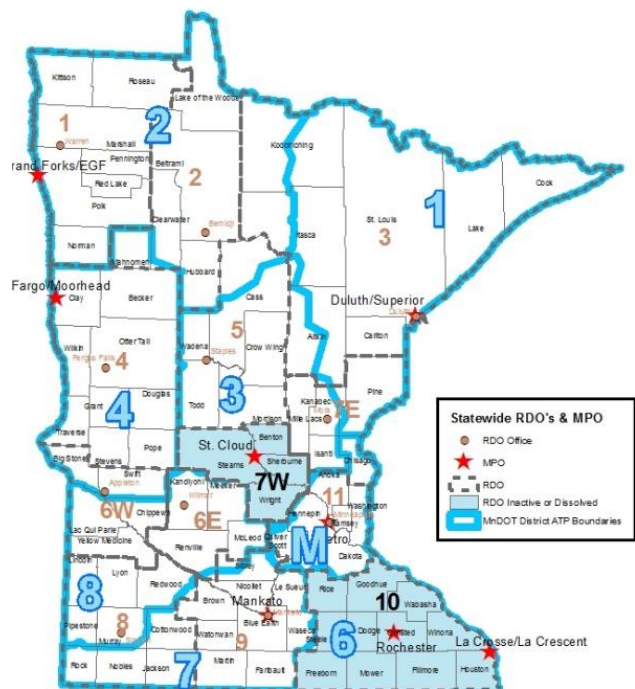
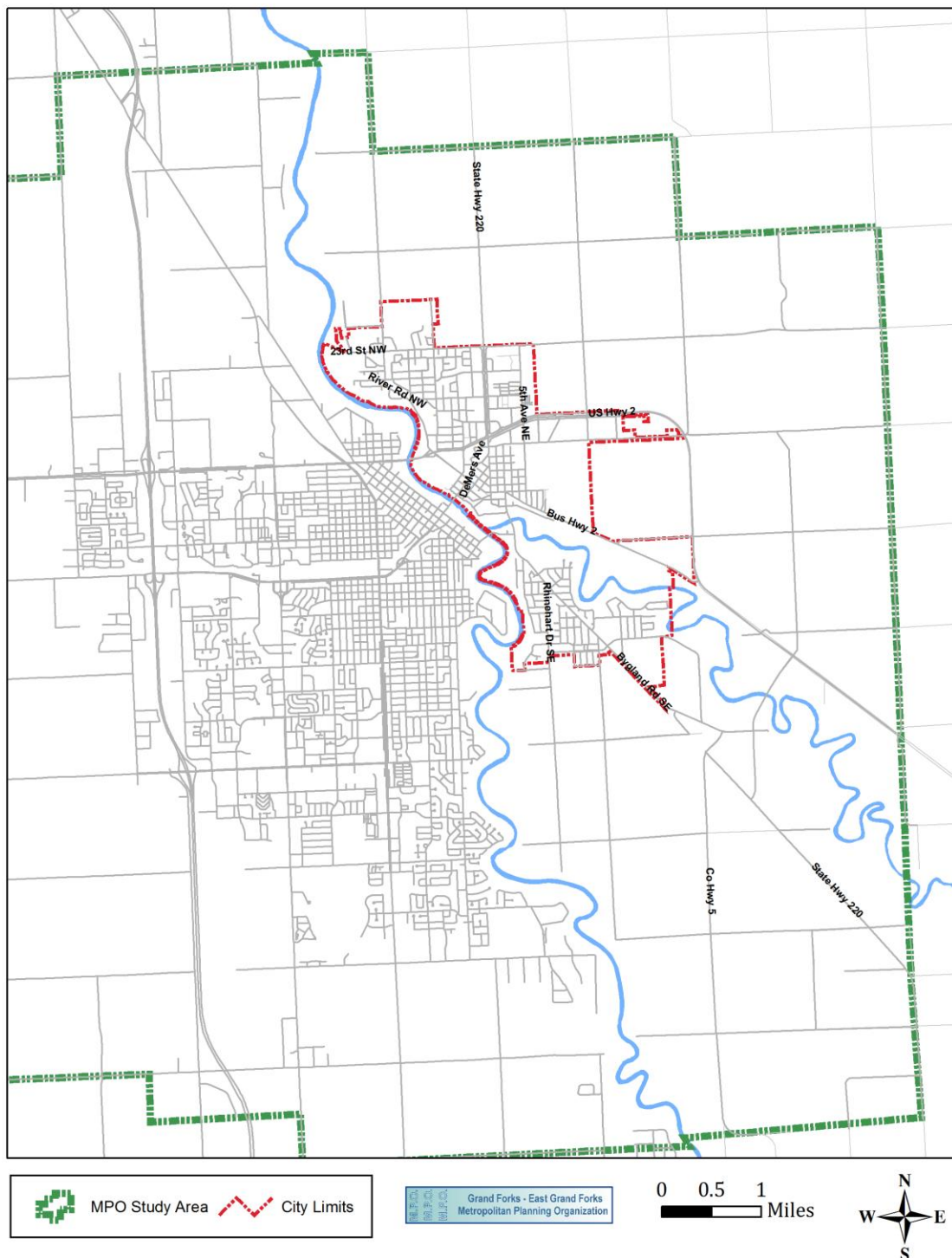


Figure 3 depicts Grand Forks – East Grand Forks MPO Study Area. Projects within the MPO study area must be approved by the MPO prior to inclusion into the ATIP.



Northwest Minnesota Area Transportation Partnership

Sound planning and public involvement provide the basis for good transportation decisions. Planning processes may involve special interests, citizens, non-traditional partners, professionals, and regional and local governments. The products derived from these processes are utilized for project selection.



Membership

The success of ATP-2 rests with its membership. Persons serving on ATP-2 should have broad, multi-modal, and multi-jurisdictional perspectives regarding transportation issues.

Members should be familiar with and/or involved in planning processes, such as those referenced above. They should also be representative of the area served.

Membership should include representation from MnDOT, RDCs, MPOs, cities, counties, and tribal governments. Other transportation stakeholders may also be represented as determined by the individual ATPs.

Table 1 – ATP-2 Membership

| Voting Members (11) | |
|---|---|
| MnDOT District 2 | 2 |
| Northwest Regional Development Commission (Region 1) | 2 |
| Headwaters Regional Development Commission (Region 2) | 2 |
| Grand Forks – East Grand Forks Metropolitan Planning Organization | 1 |
| District County Engineers | 1 |
| District State-Aid Cities | 1 |
| Tribal Governments | 1 |
| Rural Transit | 1 |
| Non-Voting Members (5) | |
| MnDOT District 2 Staff – ATP Facilitator | 2 |
| NWRDC Staff | 1 |
| HRDC Staff | 1 |
| GFEGF MPO Staff | 1 |

ATP-2 consists of 11 voting members and five non-voting members. **Table 1** illustrates a breakout of this membership by functional group and number of members appointed to serve in each of the groupings. Functional groups represented are responsible for managing their individual appointments on ATP-2.

Terms and Appointments

There are no prescribed terms or limits on service length for ATP-2 members. Functional groups represented on ATP-2 must review their membership at least every two years from the time of appointment or reappointment on ATP-2.

Once appointed, members continue to serve on ATP-2 until such time that the functional group appointing the member selects a new appointment. In instances where a member is required to terminate their

membership on ATP-2 before their term would otherwise expire, they should contact their respective functional group as early as possible to notify them of their decision so a new appointment can be made.

Listed below are membership considerations that selected functional groups should take into account as they appoint members to ATP-2:

- MnDOT District 2 voting members should include one person appointed to represent the state trunk highway construction program and the other person appointed to represent local road and bridge projects.
- The Northwest Regional Development Commission and Headwaters Regional Development Commission are each responsible for appointing two voting members to serve on ATP-2.
- The Grand Forks – East Grand Forks Metropolitan Planning Organization is responsible for appointing one voting member to serve on ATP-2.
- The County Engineers Committee is responsible for appointing one voting member to serve on ATP-2 to represent the Counties.
- The State Aid Cities Committee is responsible for appointing one voting member to serve on ATP-2 to represent State Aid cities over 5,000 population.
- The Rural Transit Providers Committee is responsible for appointing one voting member to serve on ATP-2 to represent Rural Transit.
- Red Lake Band of Ojibwe is responsible for appointing one voting member to serve on the ATP-2 to represent Tribal Governments.
- MnDOT, Northwest Regional Development Commission, Headwaters Regional Development Commission and Grand Forks-East Grand Forks MPO are authorized to have one member from their staff serve as a non-voting member on ATP-2.

Functional groups should submit their appointments in writing to the ATP-2 Staff Facilitator following selection.

Officers

ATP-2 shall appoint a Chair from its voting membership to preside over meetings and represent the body at various functions. A simple majority vote of the voting members present shall decide the appointment of the Chair. ATP-2 shall determine selection of the Chair at the final meeting of the annual ATP development process cycle, usually occurring in April. The Chair's term shall be a period of three years and shall commence at the next scheduled meeting of ATP-2 following appointment.

ATP-2 shall appoint a Vice Chair from its membership to preside over meetings and represent the body at various functions in the Chair's absence. Appointment of the Vice Chair shall be determined in the same manner and during the same time frame as the Chair unless otherwise directed herein. The Vice Chair's term shall be a period of three years and shall commence at the next scheduled meeting of ATP-2 following appointment.

In the event ATP-2's Chair must vacate their office prior to the expiration of their term, the Vice Chair shall automatically become the Interim Chair to serve out the remainder of the vacating Chair's term. ATP-2 shall then take action to appoint an Interim Vice Chair by a simple majority vote of the voting members present to serve out the remainder of the vacating Vice Chair's term.

In a similar way, if ATP-2's Vice Chair must vacate their office prior to the expiration of their term, ATP-2 shall appoint an Interim Vice Chair from its membership by simple majority vote of the voting members present. The appointed Interim Vice Chair will perform the duties of this position for the remainder of the vacating Vice Chair's term.

Roles and Responsibilities

The primary role of ATP-2 is focused on the development of the Draft ATIP within ATP-2's area. This involves establishing and maintaining a process for soliciting and selecting candidate projects to include in the Draft ATIP.

Another role of ATP-2 is to manage the implementation of the ATIP following approval of the STIP. ATP-2 manages the program by developing and enacting various policies and procedures to govern such things as changes in project scope or cost estimates that may result in modifications or amendments to the STIP. Policies are also adopted to manage increases or reductions in federal or state funding that have been targeted to ATP-2.

The voting members on ATP-2 play a very direct role in establishing and approving policies and procedures for the development and management of the ATIP. They attend regular and special meetings of ATP-2 and serve on various committees of ATP-2. Non-voting members also play a critical role in advising the voting membership on transportation planning and programming related matters. Non-voting members are encouraged to attend ATP-2's regular and special meetings and can serve on various committees as directed by ATP-2. Non-voting members carry-out many of the key program development functions of ATP-2 between its meetings.

Attendance

ATP-2 encourages maximum attendance and participation by members at its meetings.

When a voting member is unable to attend a meeting for any reason, it is their responsibility to notify the ATP-2 Staff Facilitator prior to the meeting of this fact. If a voting member misses three consecutive meetings, ATP-2 will formally notify the functional group that they represent. Voting members may elect to send an alternate to attend the meeting to gather and share information.

Voting

A quorum of a majority of all members in good standing is required for decision-making. Robert's Rules of Order may be used as a guide to conduct all meetings. Voting members shall be entitled to one vote as to any matter submitted to ATP-2 for decision. Voting may be by voice, show of hands or secret ballot, except that any member, including the Chair, may orally request a roll call vote. As to all votes, the names of members abstaining and numerical results of roll call votes, if taken, shall be recorded in the minutes of the meeting. Alternates shall not be entitled to vote. Non-voting members shall not be entitled to vote. Secret ballot votes shall be destroyed immediately after being counted.

Committees

ATP-2 may establish committees to advise and provide support to ATP-2 in the execution of its duties and responsibilities. Committees typically serve in an advisory capacity unless directed otherwise by ATP-2.

Committees may be formed on a permanent basis as “standing committees” or on temporary basis as “ad hoc committees.”

Clearly defining the purpose, roles, responsibilities, and expected deliverables are important in establishing committees. Committee activities may include conducting investment program reviews, aiding ATP-2 in its project solicitation and selection role, or studying particular issues and concerns of interest to ATP-2.

Committee membership may vary depending upon the committee’s purpose or function. ATP-2 should select committee members from its voting and non-voting membership when it is practical to do so. ATP-2 may also appoint external persons to serve on committees. In selecting appointments, ATP-2 should determine the appropriate size and make-up of the committee.

ATP-2 should ensure prospective appointees possess expertise in the subject area, contribute to healthy and diverse viewpoints, and reflect the interests of the groups they are representing. Membership decisions should contribute toward successful dialogue and outcomes necessary toward achieving the committee’s charge.

There are three standing committees assisting ATP-2 in its affairs. They include:

1. County Engineers
2. State-Aid Cities
3. Rural Transit Providers

County Engineers

All of the counties within ATP-2’s area work together to develop an improvement program for their federal-aid funded projects. Potential projects are funded through the STP-Rural Program. One representative, typically the County Engineer, from each of the counties served by ATP-2 construes the membership of this committee. The County representative on the ATP serves as the chairperson for the committee. The MnDOT District State Aid Engineer serves as the committee facilitator.

State Aid Cities

All of the state aid eligible cities within ATP-2’s area work together to develop an improvement program for their federal-aid funded projects. Potential projects are funded through the STP-Small Urban Program. One representative from each of the state-aid cities served by ATP-2 construes the membership of this committee. There are four state-aid cities (with populations exceeding 5,000) in ATP-2. They are Bemidji, East Grand Forks, Thief River Falls and Crookston. The MnDOT District State Aid Engineer serves as the committee facilitator.

Rural Transit Providers

Rural Transit Providers within the ATP-2’s area are responsible for reviewing the current fleet using information from the Office of Transit and the providers to recommend to ATP-2 the priority of the transit vehicles that could be purchased using Federal Transportation Funds. Potential transit purchases are funded through the STP-Small Urban and STP-Rural programs. Committee members include a

representative from each eligible rural transit provider in the district and one Mn/DOT representative. The MnDOT D2 Transit Facility Program Coordinator serves as the committee facilitator.

REGIONAL PLANNING PARTNERS

Regional planning partners supporting ATP-2 include Region 1 – Northwest Regional Development Commission, Region 2 – Headwaters Regional Development Commission and The Grand Forks-East Grand Forks Metropolitan Planning Organization. These entities play an integral role in ATP-2's annual ATIP development process. They also provide insight to ATP-2 concerning the social, economic, and environmental issues facing their regions that contributes to enhanced transportation decisions.

Regional Development Commissions

NWRDC and HRDC receive planning grants from MnDOT to develop and implement an annual transportation planning work program. RDCs include staff time in their work programs to support the activities of ATP-2. The balance of their work programs is dedicated toward conducting other regional transportation planning and studies and providing technical assistance to the local governmental units they serve. Products from implementing their work programs, such as regional long-range transportation plans, provide the basis for setting transportation priorities in the regions. Each RDC is supported by a transportation advisory committee that advises and makes recommendations to the policy makers on the Commission on a variety of transportation matters.

The Grand Forks – East Grand Forks Metropolitan Planning Organization

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) was formed in 1982 following its designation by the US Census Bureau as an urbanized place – having a population of over 50,000. The federal surface transportation legislation required the MPO establishment to carry out the planning, multi-modal decision making and local and public involvement in the development of transportation plans in programs within the MPO study area. MnDOT and the MPO have federal rules and regulations directing the transportation decisions involving programming of federal transportation funding including the development of an MPO Transportation Improvement Program (TIP). The MPO has developed a TIP Procedural Manual providing policies and guidance in developing the TIP. Once adopted, the TIP is included, without modification, into the STIP. The MPO participates in the ATP as an active member and keeps the ATP abreast of the planning and programming decisions it makes. The MPO is also responsible for managing the TIP after adoption and the MPO TIP Procedurals Manual provides additional information for that process.

TRANSPORTATION INVESTMENT PROCESS

ATP-2 employs a decentralized approach in implementing its transportation investment process by enlisting the assistance of MnDOT, MPO, RDCs, County Engineers, State-Aid Cities, Tribal Governments and Transit Providers. These functional groups are logical forums for discussing significant transportation matters and are well positioned to evaluate how certain transportation issues impact the development and quality of life within the region.

Transportation Funding and Programs

Minnesota's transportation investment process responds to new federal transportation regulations requiring states to maintain a performance-based transportation planning process and demonstrate progress toward meeting established performance targets through their transportation investments.

MnDOT's commitment to performance-based is emphasized throughout the organization and is firmly established in its planning processes. The planning documents highlighted below demonstrate this commitment and illustrate how MnDOT's vision, transportation policies, and capital investment decisions are interrelated and intertwined through its planning and programming processes.



- Minnesota GO that articulates a 50-year statewide vision for transportation.
- Minnesota Statewide Multimodal Transportation Plan, a policy plan containing objectives and strategies to inform the development of other MnDOT plans.
- Minnesota 20-Year State Highway Investment Plan that represents MnDOT's capital investment priorities for the state highway system over the next 20-years.
- MnDOT's 10-Year Capital Highway Investment Proposal that provides a summary of the department's committed projects for years 1-4 and planned investments for years 5-10.

MnDOT's goal of meeting its statewide transportation objectives, as documented in these plans, serves as the foundation for the department's strategy in distributing funds to the MnDOT District Offices and ATPs. Accordingly, MnDOT has structured its present funding distribution methodology around seven primary investment categories, which are detailed below. These investment categories have been established to ensure attainment of federal and state transportation goals, while ensuring sufficient investment in other local transportation needs.

STATEWIDE PERFORMANCE PROGRAM (SPP)

SPP consists of federal funding provided under the National Highway Performance Program (NHPP) intended for use on the National Highway System (NHS) including the required state/local matching funds. Funding under the NHPP may be used on any route designated on the NHS. The NHS includes Interstates, most U.S. highways, and other routes functionally classified as a principal arterial. MnDOT has over 97 percent of the statewide mileage included on the NHS. The remaining 3 percent of the NHS is on the local system. MnDOT has established the SPP to ensure progress in meeting federal performance requirements for pavement, bridge, safety, and congestion on the NHS system. Selection of projects for the SPP involves collaboration between

the MnDOT district offices, specialty offices, and the central office. Typical projects include rehabilitation and replacement fixes for existing pavement, bridges, and roadside infrastructure.

DISTRICT RISK MANAGEMENT PROGRAM (DRMP)

DRMP consists of federal funding from the Surface Transportation Program – Statewide funding and additional State trunk highway funds targeted to the districts. DRMP funding distribution is based on a formula that takes into account each district's share of non-principal arterial bridge needs (30 percent) and pavement needs (30 percent), number of miles of non-principal arterials (24 percent), and population (16 percent). Project selections are evaluated statewide through a collaborative process to ensure each district is balancing district-level risks while making progress toward achieving statewide investment goals. The DRMP focuses on pavement, bridge, and roadside infrastructure on lower-volume roads; and is responsible for funding the majority of safety and mobility projects proposed by the districts.

AREA TRANSPORTATION PARTNERSHIP MANAGED PROGRAM

The ATP Managed Program consists of federal funding provided under the STP-Urban, STP-Small Urban, and STP-Rural programs. Minnesota receives STP funding designated for use on federal-aid eligible roads based on the distribution of roads by population. MnDOT is responsible for overseeing the spending of these funds in accordance to the population distribution. While MnDOT recommends that the ATPs take the distribution of funds into consideration when selecting projects, surface transportation legislation provides Minnesota sufficient flexibility to allow the ATPs to select the best projects for their region without matching the funding distribution exactly.

Population designations are defined in Federal-aid highway law as follows:

- Transportation Management Areas are those urban places, as designated as such by the Bureau of the Census having a population of Two Hundred Thousand (200,000) or more.
- Urbanized areas are those urban places, as designated as such by the Bureau of the Census having a population of Fifty Thousand (50,000) or more.
- Small urban areas are those urban places, as designated by the Bureau of the Census having a population of five thousand (5,000) or more and not within any urbanized area.
- Rural areas comprise the areas outside the boundaries of small urban, urbanized areas and Transportation Management Areas, as defined above.

Distribution of funds to the ATP is accomplished based on the following factors:

- 50% - Distributed by ATP population consistent with the most recent census, distributed by the definitions for rural, small urban, and urban as defined by federal transportation planning regulations.
- 50% - Distributed by the average of the ATP's county and municipal state aid needs as calculated by MnDOT's State Aid for Local Transportation process.

OFF-SYSTEM BRIDGE PROGRAM (BROS)

The Off-System Bridge Program consists of federal funding to be used for bridges that are not on a federal-aid highway. MnDOT State Aid Office for Local Transportation (SALT) has developed a statewide approach to selecting off-system bridges in consultation with the District State-Aid

Engineers. This program will select off-system bridges through a solicitation process for submission in the draft ATIPs.

TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

The TAP is a federal program that streamlines and restructures several previous programs. Previous federal programs such as Transportation Enhancements, Safe Routes to School (SRTS), National Scenic Byways, and several other discretionary programs now fall under the new TAP umbrella.

TAP is administered jointly between the MnDOT Central Office and ATPs as part of a competitive application process. Applicants interested in applying to the TAP must first complete a Letter of Intent (LOI) to determine their eligibility and preparedness. The ATPs send out full applications to applicants who have completed the LOI, meet the basic eligibility requirements, and successfully demonstrate potential to receive federal TAP funding. The ATPs are responsible for evaluating each of the applications they receive, and select from those the ones that they wish to recommend for funding.

TAP funding is distributed to ATPs by population through the following categories:

- TAP-Statewide
- TAP-Urban
- TAP-Small Urban
- TAP Rural

Since ATP-2 does not have an MPO area with 200,000 or greater population, it does not receive an allocation of TAP-Urban funds under the formula.

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

The HSIP is a federally funded safety program. The object of this program is to identify, implement and evaluate cost effective construction safety projects. This program is administered centrally by the MnDOT Office of Traffic Safety and Technology (OTST). OTST solicits MnDOT districts and local jurisdictions (e.g., cities and counties) for qualifying safety projects eligible under HSIP. Typically these include projects that have been identified and recommended in the safety plans prepared by the local agencies and MnDOT and are consistent with the critical emphasis areas and strategies communicated in Minnesota's Strategic Highway Safety Plan. Activities selected for HSIP funding are generally lower cost, high return on investment strategies designed to reduce the most serious types of crashes. Funding to each ATP is determined by its share of serious and fatal crashes on the state and local system.

HIGHWAY/RAILROAD GRADE CROSSING SAFETY PROGRAM (RRS)

The Highway/Railroad Grade Crossing Safety Program (RRS) is a federally funded safety program. The objective of this program is to improve safety at railroad-highway grade crossing. This program is administered centrally by the MnDOT Office of Freight and Commercial Vehicle Operations (OFCVO). The ranking and selection process is conducted annually. Each year a new high hazard list is generated by OFCVO. The project review process consists of compiling the high hazard location list and adding to it the local requests. An on-site preliminary review is conducted

at each identified crossing with the road authority, railroad and MnDOT Rail Admin staff. Following the preliminary review process, the Rail Administration staff will recommend improvements and determine whether the project is eligible for the RSS program. The current federal participation for RSS projects is 100 percent of the cost of the warning system. Normally it is expected that the local road authority will pay for roadway or sidewalk work that may be required as part of the signal installation.

Regional Federal Funding Targets and Sub-Targets

Regional federal funding targets provided by MnDOT are an important planning tool to assist ATP's in developing their fiscally-constrained Draft ATIPs. Targets are the maximum amount of funding a District or ATP can receive for a given year. It is important to note that targets may vary throughout the time frame of the STIP and beyond. MnDOT uses different methodological approaches in distributing funding to ATPs and the MnDOT Districts. The seven previously identified primary investment categories are each calculated using a different formula and set of criteria.

Each year, MnDOT's Office of Transportation System Management (OTSM and sometimes mentioned in this manual as "Central Office") updates the STIP funding guidance. This guidance contains the estimated federal highway aid and state trunk highway funding available for developing the Draft ATIP. The funding guidance is broken out by each major investment category with the amounts targeted to each ATP.

ATPs and the MnDOT Districts apply the targeted federal and state funds in the STIP guidance to help them identify the transportation investments to recommend in their fiscally-constrained Draft ATIPs. Projects funded with State-Aid funds distributed to counties and municipalities over 5,000 populations are not required to be included in the STIP unless these funds are needed to match federal transportation funds being requested for projects programmed in the STIP.

AREA TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

ATP-2 values the role that the local and regional partners play in identifying transportation needs and priorities. Local and regional partners are responsible for participating in the selection of local projects seeking federal transportation funding and for recommending a prioritized list of transportation needs to ATP-2 in the preparation of the Draft ATIP. Eligible projects include all projects requesting funding under Title 23 of the United States Code (USC) (highway) and Title 49 USC (transit). MnDOT District 2 is responsible for overseeing the ATIP development process and ensuring its completion (via the use of ATP-2 and MPO) in the ATP-2 programming area.

Federal Highway Administration and Federal Transit Administration requires a non-federal match of at least 20 percent of project costs. Applicants may be requested to exceed the minimum 20 percent matching requirements to maximize and leverage available federal funds targeted to the region. MnDOT permits overmatching of federal funds but limits this type of matching option to only locally-sponsored projects. In these instances, federal participation should not be less than 30 percent as a rule unless approved first by MnDOT and the Federal Highway Administration and/ or Federal Transit Administration. State projects

seeking federal funds generally are funded at the maximum federal level allowed pursuant to the particular federal program being pursued and programmed.

Federal Surface Transportation Program (STP) funds provided to local agencies under the ATP Managed Program provide a flexible source of funding that may be used by cities and counties for projects on any Federal-aid eligible highway or street. They may also be used for bridge projects on any public road and for transit capital requests. Federal and state trunk highway funds provided under the SPP and DRMP are targeted to the MnDOT Districts to ensure attainment toward federal and state performance requirements and district goals.

MnDOT District 2's Program Development

MnDOT District 2 receives federal and state funding for developing its four-year construction program to be included in the Draft ATIP through MnDOT's Statewide Performance Program (SPP) and the District Risk Management Program (DRMP). The SPP funds are allocated to the districts based on the investments necessary to achieve MnSHIP performance targets established for pavement and bridges on the designated National Highway System (NHS). The NHS includes Interstates, most U.S. highways, and other routes functionally classified as a principal arterial. Selection of projects for the SPP involves collaboration between the MnDOT district offices, specialty offices, and the central office.

DRMP funds provided to MnDOT District 2 for improvements primarily on non-NHS roadways (e.g., routes functionally classified as minor arterials and below) though improvements to NHS routes with these funds may be allowed. Project selections are evaluated statewide through a collaborative process to ensure each district is balancing district-level risks while making progress toward statewide goals. The DRMP focuses on pavement, bridge, and roadside infrastructure on lower-volume roads; and is responsible for funding the majority of safety and mobility projects proposed by the districts.

MnDOT District 2 begins its process for identifying new projects to be added into the fourth year of the ATIP by reviewing the planned investments included in its ten-year capital highway investment proposal (CHIP). MnDOT views projects in the STIP as commitments while projects in years five thru ten have more uncertainty but are planned to be delivered.

The district's CHIP is updated annually and contains a listing of the district's transportation investments by year that have been identified to help MnDOT meet its required national and statewide performance targets as well as other transportation goals. The planned investments identified in the CHIP have received prior concurrence from MnDOT Central Office and the appropriate Specialty Offices as part of the annual update cycle.

Functional group leaders with responsibility for pavements, bridges, traffic and safety, and maintenance in the district are responsible for reviewing the projects in the CHIP and recommending any changes or adjustments to the program that may be necessary. After verifying the projects and activities to be recommended for both SPP and DRMP funding, district planning staff organize a meeting with key leaders to discuss changes to the program and seek agreement on the projects to recommend for advancement into the ATIP.

Proposed projects recommended for further programming consideration are assigned a project manager. Project managers are responsible for conducting a pre-program scoping of the projects they are assigned

to determine a more definitive scope and cost for the project. Individuals from other functional groups within the district and local stakeholders are given the opportunity to provide input into scoping decision for the proposed project. Project managers consider this input in finalizing the scope and cost for the projects. District planning staff ensures the proposed program is properly vetted internally and externally and that the program remains fiscally-constrained.

Programming of funds for several set-aside categories is also determined as part of the development of MnDOT District 2's four-year construction program. Setasides are necessary for delivery and support of the district's overall construction program. Setaside categories generally include the following: right of way, supplemental agreements and cost overruns, cooperative construction agreements for participation in local projects, consultant agreements, preventative maintenance, road repair (BARC) and miscellaneous activities associated with construction (i.e., detours, utilities, etc.) These activities are generally funded with state trunk highway funds provided to MnDOT District 2 through the DRMP.

MnDOT District 2 staff performs the ranking of trunk highway projects. Functional group leaders, responsible for recommending the projects to be programmed, rank the projects they have identified. Each group leader uses a different set of criteria to rank projects within their area of responsibility. They use these criteria to develop a rank-ordered listing of projects that will be used later for integrating MnDOT's program and the local program in development the Draft ATIP.

Following the development of its proposed program, MnDOT District 2 provides its listing of recommended projects for the fourth year of the program along with changes to existing programmed projects that will be included in the district's four-year construction program and the Draft ATIP. Projects within the MPO study area must be approved by the MPO prior to inclusion into the ATIP.

ATP Managed Program Development

The project solicitation process generally begins following the publication and release of the STIP Guidance, but may commence sooner at the discretion of ATP-2. The STIP Guidance provides ATP-2 with the STIP development timeline and regional federal funding targets that are necessary for developing the ATIP.

Surface Transportation Program - Rural

All of the counties within ATP-2's area work together to develop an improvement program for their federal-aid funded projects. The minimum project size must be at least \$50,000 in federal funding. Projects will be matched with a minimum of 20 percent of local or state funding. The distribution of funds among the counties is based on a percentage which has been calculated using a needs analysis and eligible mileage in a given county. The amount for each county is recorded as a sub target amount and entered into a checkbook type account. All eligible counties meet in December to submit, review and select the best projects. Counties share funding among each other from one year to another where efficiencies can be gained. All counties with projects selected for the planned STIP year then turn in their final proposals to the District State Aid Engineer for inclusion in the ATIP. Projects within the MPO study area must be approved by the MPO prior to inclusion into the ATIP.

Surface Transportation Program – Small Urban

All of the state aid eligible cities within ATP-2's area work together to develop an improvement program for their federal-aid funded projects. The minimum project size must be at least \$50,000 in federal funding. Projects will be matched with a minimum of 20 percent of local or state funding. In order to provide maximum leverage and flexibility, the entirety of the STP-Small Urban Program is provided to one city each year on a rotating basis. Cities are allowed to swap funding with another city from one year to another if efficiencies can be gained. All cities then turn in their final proposals to the District State Aid Engineer for inclusion in the ATIP. Projects within the MPO study area must be approved by the MPO prior to inclusion into the ATIP.

Local Transit Capital Program

Rural transit providers work together to provide recommendations to ATP-2 on the priority of the transit vehicles that could be replaced using Federal Transportation Funds. Federally-funded transit purchases will be matched with a minimum of 20 percent of local funding. In Greater Minnesota, the Local Transit Capital Programs may be funded with either STP-Small Urban or STP-Rural funds. According to STIP guidance, the ATPs must continue some level of commitment (greater than zero) for the local transit capital program.

Off-System Bridge Program (BROS) Development

MnDOT State Aid Office for Local Transportation has developed a statewide approach to selecting off-system bridges in consultation with the District State-Aid Engineers. This program will select off-system bridges through a solicitation process for submission in the draft ATIPs. SALT will provide ATP-2 with approved BROS projects for inclusion in the ATIP.

Transportation Alternative Program (TAP) Development

TAP is administered jointly between the MnDOT Central Office and ATP-2 as part of a competitive application process. Applicants interested in applying for TAP funds must first complete a Letter of Intent (LOI) to determine their eligibility and preparedness. ATP-2 will send out full applications to applicants who have completed the LOI, meet the basic eligibility requirements, and successfully demonstrate potential to receive federal TAP funding. ATP-2 is responsible for evaluating each of the applications they receive, and select from those the ones that they wish to recommend for funding. ATP-2 will honor the MPO prioritized list if more than one project is being considered within the MPO study area.

Projects are reviewed and prioritized by ATP-2 using federal, state and ATP guidelines. A more comprehensive explanation of project eligibility and qualifying criteria are included in the application packet. Projects are solicited annually from a broad range of potential applicants. If an applicant is not a State Aid City or County the applicant will need a State Aid city or county to be a sponsor on the project. A "Project Coordinator" is required for each project application. The project coordinator will be the primary contact person between ATP-2, Office of State Aid, and the sponsoring agency. This person will be responsible for ensuring the application guidelines are followed and all ATP and project development deadlines are met. The minimum project size must be at least \$50,000 in federal funding. Generally, TAP funding is limited to the annual target amount for TAP in ATP 2 for any single project or a maximum of \$750,000 for projects that could be linked. Geographic equity throughout ATP-2 will be promoted without compromising overall project quality. Projects that leverage funds from other sources, or can demonstrate a high level of confidence of a 20 percent match will be encouraged. ATP-2 will assess match requirements on a case-by-

case basis as necessary. Less than 20 percent match with explicit ATP approval may be possible in cases where there are extenuating circumstances.

Applicants must specifically and directly address each criterion below on the application to qualify and receive points. Applicants will also be given an opportunity to present their project to the ATP. ATP-2 members will review and score each application based on the criterion set forth. Eligible projects will be prioritized based on the highest average score. ATP-2 will review the scoring results and make final project selection recommendations for inclusion in the ATIP.

Criteria #1: Impact on the Transportation System (0 – 10 Points)

Describe the impact of your project and its relationship to the existing transportation system.

Projects with anticipated high levels of use that demonstrate strong relationships and function with the transportation system would be awarded the most points. Higher scores will also be given to projects that can demonstrate substantial positive impacts on the transportation systems and its users including safety, economic development and aesthetic/environmental improvements.

Criteria #2: Part of a Larger Project Concept (0 – 10 Points)

Describe the relationship between the activities proposed in this project and any larger projects or conceptual comprehensive plan. Why is this project important to a larger project concept (if any) or comprehensive plan?

Multi-dimensional projects and projects that use enhancement funding as a part of a larger, unified or comprehensive project(s) have the potential to score better on this criteria than stand alone projects. For example, an application for bicycle facility improvement that is the final link of a larger bike route system, or an application for an interpretive facility, which completes a larger complex, will be given higher weighting.

Criteria #3: Planning Integration/Quality (0 – 50 Points)

Outline the planning that has been undertaken in preparation prior to submitting the application. Include descriptions of the process and any integration of this project with other planning efforts. Outline your entire planning process and describe where you are currently in the process.

The intent of these criteria is not merely to have the project listed in a plan. Applicants having well thought out and well designed projects will receive higher scores. Projects showing a relationship to other activities, programs, or facilities will also score higher. Applicants should address the need for a) right of way, b) what environmental and project issues may be discussed in the Project Memo, c) the project timeline, d) what impacts there are to adjacent properties, e) and alternatives considered.

Criteria #4: Financial Considerations (0 – 15 Points)

Describe the amount of match, and the variety of non-federal funding sources that are, or will be, a part of this project. Describe the commitment of the local share.

Preference will be given to projects exhibiting a high degree of assurance the project will be delivered within a specific time frame. Part of this assurance is reflected in the guarantee and

amount of local match. Applicants that do not obtain resolutions from appropriate entities sponsoring the project will not be accepted.

Criteria #5: Support Transportation Alternative Program Outcome Objectives (0 – 15 Points)

Describe how the proposed project meets these following TAP objectives:

- a. Identified in Statewide and Regional Plans - Is the proposed project identified through statewide and regional planning processes and documents (e.g. MnSHIP, Statewide Bicycle Plan, MPO plans).
- b. Support Safe Routes to School - Is the proposed projects approved as part of the SRTS program will count toward this goal; the MnDOT SRTS coordinator will need to sign off on projects looking to apply as SRTS projects.
- c. Support Scenic Byways – Is the proposed project located on a scenic byway and approved by the local scenic byway organization.
- d. Serve a Transportation Purpose – Does the project serve a transportation purpose (e.g. commuting, access to destinations) as their primary function rather than a recreational purpose.

Highway Safety Improvement Program (HSIP) Development

MnDOT Office of Traffic Safety and Technology (OTST) solicits MnDOT districts and local jurisdictions (e.g., cities and counties) for qualifying safety projects eligible under HSIP. For Greater Minnesota, the statewide HSIP selection committee will review submitted projects and recommend approval for funding the District and local HSIP projects. Approved HSIP projects will be provided to ATP-2 for inclusion in the ATIP.

Highway/Railroad Grade Crossing Safety Program Development

MnDOT Office of Freight and Commercial Vehicle Operations (OFCVO) will conduct an annual review of all highway/railroad grade crossings. The annual review will identify high hazard locations, review local concerns and monitor aging systems. OFCVO will evaluate each location, recommend a proposed improvement and determine project eligibility. OFCVO will provide ATP-2 with approved RSS projects for inclusion in the ATIP.

Partnership Project Development

The Northwest Minnesota ATP has a long history of supporting local projects that have a regional economic and quality of life impact. That support continues through the utilization of an unfunded “Partnership” sub target.

When a need develops that has a strong regional impact, support from the ATP is required so that funds may be redistributed from other sub targets to fund the partnership project that will fulfill that need. Typically, these projects will support major economic development efforts or significantly improve the operation of the trunk highway system. They may also be of a large enough scope that the sub target that the project would normally be funded from is inadequate to meet that project’s needs.

If a local party presents a Partnership Project application to ATP-2 and requests funding through the Partnership sub target, ATP-2 must determine if they will approve the request for Partnership funding and identify necessary funding. Any reallocation of funding will require concurrence from the MnDOT District

Engineer. The project is approved with a 2/3 majority vote of the attending ATP members via a closed ballot voting process.

Applicants must specifically and directly address each criterion below on the application to qualify and receive points. Applicants will also be given an opportunity to present their project to the ATP. ATP-2 members will review and score each application based on the criterion set forth.

Criteria #1: Maintain and enhance economic development opportunities in Northwest Minnesota. (0 – 40 Points)

Describe the impacts the proposed project would have on economic development of the region.

One of the overriding objectives of the region is to maintain and enhance its employment base. Transportation projects that have real, demonstrable impacts to economic development of the region will be given priority.

Criteria #2: Promote a high degree of safety within our transportation system. (0 – 40 Points)

Describe any safety concerns and the impacts the proposed project would have on the safety of the traveling public.

Projects that solve a significant crash problem or address a real future need are valuable to customers of the transportation system in Northwest Minnesota. Projects that demonstrate a substantial impact on the identified safety concerns will be given priority.

Criteria #3: Create and maintain a road system that promotes continuity and system wide accessibility. (0 – 20 Points)

Describe the road deficiencies that presently existing and how the proposed project would resolve these deficiencies.

One of the visions for a road system in the region is a network of seamless routes that promote continuity and one that promotes consistency among routes of like function, regardless of jurisdiction. Road improvements that address the issue of continuity, consistency among roads of like function and accessibility are important to the road users of the region. Specific “trigger values” are listed below for each functional class. Projects will be awarded points based on the number of road deficiencies that presently exist and will be resolved by the proposed project. (Points will be awarded in those areas where the characteristics of the existing road are less than the values that are shown.)

| Road Characteristic | Major Collector | Minor Arterial | Principal Arterial |
|---------------------------|-----------------|----------------|--------------------|
| Travel Lane Width >35mph | 12' | 12' | 12' |
| Travel Lane Width <35 mph | 11' | 11' | 11' |
| Rural: strength of road | 7 ton | 10 ton | 10 ton |
| Urban: Level of Service | D | D | D |
| Total Roadway width | 30' | 30' | 34' |
| Pavement Quality Index | 2.5 | 2.7 | 2.8 |

Proposed projects that address problems on road segments with numerous deficiencies will be given relatively more points under this criterion. The differences in values by functional class recognize the differing functions of the different parts of the road system, and therefore the need for different standards. Continuity in this interpretation means consistency among road segments of similar function, not on similar values along roads.”

AREA TRANSPORTATION IMPROVEMENT PROGRAM MANAGEMENT

MnDOT District 2 staff is primarily involved in the day-to-day management of the ATIP. Management activities include ensuring the implementation of MnDOT District 2’s trunk highway program and the locally-sponsored federal projects in the ATIP. The MnDOT District 2 Planning Unit is responsible for managing the trunk highway program. MnDOT District 2 State Aid Engineer, with input from local agencies, is responsible for managing the local projects in the ATIP. Projects within the MPO study area require concurrence from the MPO prior to any changes to the ATIP.

While the overall responsibility for managing the ATIP rests with MnDOT District 2, ATP-2 has approved guidance and policies to assist in managing changes affecting projects that have been selected for implementation in the ATIP. Possible changes to the ATIP include: dealing with revisions to project cost estimates; managing changes in project scope; and managing increases or reductions in federal funding. The level of direct ATP-2 involvement may vary depending on the change that is being requested. ATP-2 has adopted the following general policies to ensure the orderly delivery of projects and management of the ATIP.

- When projects are placed in the STIP, the federal funds designated for each local project is capped at an established amount and not as a percentage of the project cost. Federal transportation funds will be used for construction only. Right-of-way, project development costs and construction supervision costs will not be funded. Deviations from this policy require the approval of ATP-2.
- The project development process shall be initiated as soon as possible after final STIP approval.
- Local jurisdictions should provide an annual update to the District 2 State Aid Engineer regarding the project development status for their programmed projects.
- Local jurisdictions should provide cost and project delivery updates on programmed projects to the District 2 State Aid Engineer during the annual project solicitation period.

Managing Revisions to Project

A revision to a project can occur at any time during the course of project and plan development. It is important for scopes and cost estimates to be kept accurate and up-to-date in the ATIP to avoid project delays, unanticipated costs, and amendments that could delay project implementation. In most cases, changes to the project should be captured and documented as part of ATP-2’s annual Draft ATIP update process.

ATP-2 has developed guidance that provides a process for considering local requests to amend a project. For MnDOT sponsored projects, ATP-2 has granted MnDOT District 2 the authority to approve amendments such as these for its projects as long as such action does not adversely affect locally-

sponsored projects in the STIP. This is not to preclude other MnDOT projects from adversely being affected by the action.

Managing Increases and Decreases in Federal Funding

The STIP is prepared based on estimates of available federal and state transportation funding. These estimates can vary from year-to-year based on MnDOT's financial forecasting assumptions, which, in turn, can affect the funding targeted to MnDOT District 2 and ATP-2. Increases and decreases in Federal Funding will be managed by the respective functional group or committee affected by the change.

STIP Amendments and Administrative Modifications

Amendments to the STIP are needed for a variety of reasons, including but not limited to the following examples:

- A project is not listed in the current, approved STIP and must be added to the current (1st) year.
- There is an increase in the total cost of the project warranting an amendment.
- A phase of work (preliminary engineering, right of way, construction, etc.) is added to the project and increases the project cost.
- The project scope is changed (e.g., for a bridge project, changing rehab to replace; or for a highway projects, changing from resurface to reconstruct; etc.).
- There is a major change in the project termini/length warranting amendment.

ATP-2 has worked to clarify its amendment requirements, streamline the decision-making process, and minimize potential delays to projects that would otherwise require formal action by ATP-2. The policy provides guidance on when formal action by ATP-2 is required to amend the STIP and when such action is not warranted. The policy is as follows:

When ATP-2 Action is NOT REQUIRED: (MPO Action maybe required)

1. The total cost of a project increases to warrant an amendment under MnDOT Central Office guidance. The lead agency agrees to fund the difference in project cost. Fiscal constraint of the ATIP is maintained. For state projects, MnDOT District 2 may approve cost and scope changes so long as local federal projects are not adversely affected.
2. There is a minor change in the scope of a project whereby the changes to the project scope remain consistent with the original intent of the programmed project. The lead agency agrees to fund the difference in project cost. Fiscal constraint of the ATIP is maintained.
3. Advancements and deferrals of local projects recommended by the District 2 State Aid Engineer necessary to maintain fiscal constraint of the local federal aid program in the first year of the ATIP.
4. Advancements, deferrals, and additions of the state trunk highway projects recommended by MnDOT District 2 to maintain fiscal constraint of the state trunk highway construction program in the first year of the ATIP.
5. A new project is being recommended for inclusion in the STIP, whereby the funding source(s) for this project does not involve the use of federal formula funds targeted to ATP-2. These projects may include federal high priority, appropriations, and earmark projects determined by Congress and the President; Public Lands; Forest Highways, Scenic Byways, and various state funded projects determined by the State Legislature and Governor.

6. A new project is being recommended for inclusion in the STIP, whereby ATP-2 is not granted the opportunity to participate in the project solicitation and selection process. These types of projects include those listed in item 5, but may also include any federal or state funded projects where MnDOT is chiefly responsible for project selection. Recent examples include projects funded by the American Recovery and Reinvestment Act, Minnesota Chapter 152, Certain Allocated Funds, Safe Routes to School, Highway Safety Improvement Program, etc.

When ATP-2 ACTION IS REQUIRED:

1. The total cost of a project increases to warrant an amendment under MnDOT Central Office guidance. The change in total project cost may affect either the original programmed project or is caused by a scope change to this project. The lead agency is seeking additional federal formula funding from ATP-2 to cover the difference. ATP-2 meets to consider the request and, if approval is granted, ensures fiscal constraint of the ATIP is maintained.
2. The scope of a local project is changed to warrant an amendment under MnDOT Central Office guidance. The proposed scope is significantly different from the original programmed project. ATP-2 meets to consider the request and, if approval is granted, ensures fiscal constraint of the ATIP is maintained.
3. ATP-2 experiences an increase or reduction in its federal funding target that cannot be addressed as part of its normal ATIP update process. ATP-2 is asked to manage the increase or reduction in federal funding to ensure fiscal constraint of the ATIP is maintained. The changes required to the program are complicated and do not otherwise neatly conform to ATP-2's existing policy on managing increases and reductions in federal funding. ATP-2 meets to consider these requests and takes action as it deems appropriate.
4. Any unforeseen requirements necessitating an amendment that is not already covered by this policy.

Linking Projects in the STIP

Sometimes one or more jurisdictions may have projects that are programmed in different years of the ATIP. In some cases, these projects may be closely tied to each other by proximity, work type, need, etc. Sponsoring agencies may wish to link these projects together so the projects may be implemented in the same programming year. Justification for such requests might include coordination of construction activities, reducing impediments caused by detours to the traveling public, improved coordination between jurisdictions, cost savings, etc. Local agencies may make a formal request to ATP-2 to link two or more projects programmed in different years with one another in one program year. Before ATP-2 considers such requests, the local agency is required to provide sound justification to justify their requests. ATP-2 will be responsible for ensuring the approval of these requests do not adversely impact other projects in the ATIP without the consent and approval of the other agencies that might be affected by such action.

GLOSSARY

Definitions that are pertinent to the understanding of this manual are listed below. The definitions are intended to establish consistency in the interpretation of the various terms used throughout this document as well as other commonly used transportation terms.

Americans with Disabilities Act (ADA) – 1990 federal act provides a framework and approach for ending discrimination in employment and access to services against persons with disabilities. The goals of the ADA are to assure that persons with disabilities have equality of opportunity, a chance to fully participate in society, are able to live independently, and can be economically self-sufficient.

Area Transportation Improvement Program (ATIP) – The Area Transportation Improvement Program (ATIP) covers four years and includes all state and local projects financed with federal highway or transit assistance; other regionally significant projects; and all projects on the trunk highway system. Each Area Transportation Partnership prepares a Draft ATIP for consideration and inclusion in the State Transportation Improvement Program (STIP). Once in the STIP, projects from the ATIP become eligible for federal transportation funding.

Area Transportation Partnership (ATP) – Groups that have been established in each of MnDOT's eight district areas to integrate state and local priorities and recommend area-wide transportation investment for a minimum four-year program.

Area Transportation Partnership (ATP) Managed Program – The ATP Managed Program consists of federal funding distributed to ATPs for local agencies to fund qualifying transportation projects under the Surface Transportation Program (STP) Urban, Small Urban, and Rural population programs. Distribution of funds to the ATPs is accomplished based on the following factors:

- 50% - Distributed by ATP population consistent with the most recent census, distributed by the definitions for rural, small urban, and urban as defined by federal transportation planning regulations.
- 50% - Distributed by the average of the ATPs' county and municipal state aid needs as calculated by MnDOT's State Aid for Local Transportation process.

Bikeway – A facility intended to accommodate bicycle travel for recreational or commuting purposes. Bikeways are not necessarily separated facilities; they may be designed and operated to be shared with other travel modes.

Collector Streets - The streets that connect neighborhoods to regional business concentrations.

Complete Streets – The planning, scoping, design, implementation, operation, and maintenance of roads in order to reasonably address the safety and accessibility needs of users of all ages and abilities. Complete streets considers the needs of motorists, pedestrians, transit users and vehicles, bicyclists, and commercial and emergency vehicles moving along and across roads, intersections, and crossings in a manner that is sensitive to the local context and recognizes that the needs vary in urban, suburban and rural settings.

Control Section - A segment of the state highway road system that is divided into shorter, more manageable parts for record keeping within MnDOT.

Cost-Sharing - A contractual arrangement whereby a local unit of government or other governmental body enters into an agreement to pay for part of a physical facility or a service; includes subscription transit service.

County Road (CR) - Roads locally maintained by county highway departments in Minnesota; span a wide variety of road types, varying from A-minor arterials that carry large volumes of traffic to an improved road.

County State-Aid Highway (CSAH) – Specialized form of county road that is part of the state aid system. County State Aid routes are eligible for funding from the County State Aid Highway Fund.

District Risk Management Program (DRMP) – The District Risk Management Program is the new name for MnDOT’s share of the State and Federal Target Formula funds provided to the Districts. The distribution is based on the following factors:

- 20% – Non-Principal Pavement Needs
- 20% – Non-Principal Bridge Needs
- 30% – Trunk Highway Lane Miles
- 24% – Trunk Highway Vehicle Miles Traveled (VMT)
- 6% – Trunk Highway Heavy Commercial Vehicle Miles Traveled (HCVMT)

The “Needs” factors are updated each year.

Environmental Justice - 1994 executive order that requires analysis of the effects of federally funded programs, plans and actions on racial minority populations and low-income populations.



Federal Highway Administration (FHWA) – Federal agency that administers federal funds and issues policy and procedure timetables for implementation of federal legislative directives; however, they do not have a direct role in the development of urban transportation plans or their development. The FHWA use Transportation Systems Management’s (TSM) continuous count data, annual average daily traffic (AADT), and vehicle miles traveled (VMT) estimates in federal-level travel analysis and determination of funds.

Functional Classification – Functional classification is the grouping of streets and highways into classes or systems according to the character of service they are intended to provide. Basic to this process is the recognition that most travel involves movement through a network of roads. Functional classification defines the role that any particular road or street plays in serving the flow of trips through an entire network.

Functionally Obsolete – A bridge that was built to standards that do not meet the minimum federal clearance requirements for a new bridge. These bridges are not automatically rated as structurally deficient, nor are they inherently unsafe. Functionally obsolete bridges include those that have sub-

standard geometric features such as narrow lanes, narrow shoulders, poor approach alignment or inadequate vertical under clearance.

Grade Separation - Intersection of traffic by provision of crossing structures, underpasses or overpasses; interchanges.

Greater Minnesota – The area of Minnesota that lies outside the seven-county Metro Area.

Highway Performance Monitoring System (HPMS) – The national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways. The Office of Transportation System Management submits state-level traffic data to HPMS on a monthly and yearly basis.

Highway Safety Improvement Program (HSIP) – HSIP is a federal-aid funding program designed to reduce traffic fatalities and serious injuries on all public roads. The object of this program is to identify, implement and evaluate cost effective construction safety projects. HSIP is formerly known as Hazard Elimination Safety (HES).

Infrastructure - Fixed facilities, such as roadway or railroad tracks; permanent structures.

Level of Service - As related to highways, the different operating conditions that occur on a lane or roadway when accommodating various traffic volumes. It is a qualitative measure of the effect of traffic flow factors, such as speed and travel time, interruption, freedom to maneuver, driver comfort and convenience, and indirectly, safety and operating costs. It is expressed as levels of service "A" through "F." Level "A" is a condition of free traffic flow where there is little or no restriction in speed or maneuverability caused by presence of other vehicles. Level "F" is forced-flow operation at low speed with many stoppages, with the highway acting as a storage area.



Legislative Route - A highway number defined by the Minnesota State Legislature. Routes 1 to 70 are constitutional routes and route numbers greater than 70 may be added or deleted by the Legislature.

Life-Cycle Maintenance - Concept of keeping a facility useable at least through its design life by conducting scheduled maintenance.



Local system roads - Any road not on the Interstate or Trunk Highway system can be designated as a CSAH (County State Aid Highway), CR (County Road), MSAS (Municipal State Aid Street), township, or municipal road.

Major Construction - Roadway improvements that increase the operational characteristics of a highway facility, including decreasing congestion, increasing operating speed and reducing accidents.

Metro Area – The seven-county Twin Cities Metropolitan Area comprised of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties.

Metropolitan Planning Organization (MPO) – Regional planning agency designated by law with the lead responsibility for the development of a metropolitan area's transportation plans and to coordinate the transportation planning process. All urban areas over 50,000 in population are required to have an MPO if the agencies spend Federal funds on transportation improvements. There are eight Metropolitan Planning Organizations in Minnesota. Primary functions of an MPO include: maintain a long-range transportation plan, develop a Transportation Improvement Program (TIP), and develop a Unified Planning Work Program (UPWP).

Municipal State Aid Street (MSAS) - Similar to the County State Aid system, this is a system of designated municipal streets in cities above 5,000 in population that are not already on the state highway or CSAH systems. Municipal streets on the MSAS system are eligible for funding from the Municipal State Aid Highway Fund.

Minnesota State Highway Investment Plan (MnSHIP) – The 20-Year Minnesota State Highway Investment Plan 2014-2033 supports the guiding principles from the Minnesota GO vision and link the policies and strategies laid out in the Statewide Multimodal Transportation Plan to improvements on the state highway system. The state highway system is a network of roads that includes interstates, U.S. highways, and state highways. MnDOT maintains the state's 12,000-mile highway system. MnSHIP guides future capital improvements on Minnesota's state highway system over the next twenty years; it will not affect local or county roads.

Mobility - The ability of a person or people to travel from one place to another.

Mode – Different forms and means of transportation for moving people and freight. Examples include highways, transit, rail, air, waterways, bicycles, and pedestrian.

Multimodal Link - The connection between two or more passenger transportation methods (such as bicycle, walking, automobile and transit).

National Highway System (NHS) – The National Highway System (NHS) consists of roadways important to the nation's economy, defense, and mobility, and was developed by the Department of Transportation (DOT) in cooperation with the states, local officials, and metropolitan planning organizations (MPOs). Moving Ahead for Progress in the 21st Century (MAP-21) has elevated the priority of the NHS system by increasing the share of federal aid dollars targeted to the system and by requiring regular reporting of performance for the condition and the function of this system. MAP-21 authorizes funding for five formula programs, the largest of which is the National Highway Performance Program (NHPP). The NHS includes the following subsystems of roadways (a specific highway route may be on more than one subsystem):

- **Interstate** - The Eisenhower Interstate System of highways retains its separate identity within the NHS.
- **Other Principal Arterials** - These are highways in rural and urban areas, which provide access between an arterial and a major port, airport, public transportation facility, or other intermodal transportation facility.

- **Strategic Highway Network (STRAHNET)** - This is a network of highways, which are important to the United States' strategic defense policy and which provide defense access, continuity and emergency capabilities for defense purposes.
- **Major Strategic Highway Network Connectors** - These are highways, which provide access between major military installations and highways which are part of the Strategic Highway Network.
- **Intermodal Connectors** - These highways provide access between major intermodal facilities and the other four subsystems making up the National Highway System.

Performance Measures – A quantifiable representation of an outcome or process. Performance measures can be used as a management tool to track and assess progress. They can be used address stakeholders' desire for accountability and transparency in decision making.

Preservation - Preservation activities are directed toward the elimination of deficiencies and major cost replacement of existing facilities. Preservation is not meant to include work that will increase the level of service by the addition of traffic lanes.

Regional Development Commission (RDC) - Involved in soliciting and evaluating projects, and seek to integrate regional priorities in planning and project selection; coordinates transportation with MnDOT following a work program framework. There are 12 Regional Development Commissions in Minnesota.

Rehabilitation - Roadway improvements intended to correct conditions identified as deficient without major changes to the cross section. These projects should consist of removal and replacement of base and pavement, shouldering and widening and drainage correction as needed.



Right of Way (ROW) – Right of way refers to a strip of land which is used as a transportation corridor. The land is acquired as an easement or in fee, either by agreement or condemnation. It may also refer to temporary rights needed to construct a transportation facility.

Routine Maintenance - Roadway maintenance consisting of snow and ice control, mowing, sweeping, periodic applications of bituminous overlays, seal treatments, milling, crack routing and filling and base repair. These treatments are intended to help ensure the roadway can be used to the end of its design life.

Stakeholders – A person or group that may be affected or perceives that they may be affected by a decision, plan, program or project.

Statewide Performance Program (SPP) – SPP consists of federal funding provided under the National Highway Performance Program (NHPP) intended for use on the National Highway System (NHS) including the required state/local matching funds. MnDOT has established the SPP to ensure progress in meeting federal performance requirements for pavement, bridge, safety, and congestion on the NHS system.

State Transportation Improvement Plan (STIP) – The State Transportation Improvement Program (STIP) is Minnesota’s four-year transportation improvement program. The STIP identifies the schedule and funding of transportation projects by state fiscal year (July 1 through June 30). It includes all state and local transportation projects with federal highway and/or federal transit funding along with 100 percent state funded transportation projects. Rail, port, and aeronautic projects are included for information purposes. The STIP is developed/updated on an annual basis.

Structurally Deficient – A structure that receives a general condition rating for the deck, superstructure, substructure or culvert as four or less or if the road approaches regularly overtop due to flooding. A general condition rating of four means that the component rating is described as poor.

Surface Transportation Program (STP) - One of the five core federal highway funding program. STP provides flexible funding that may be used by states and localities for projects on any federal-aid highway, including the national highway system, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities.

Transportation Alternatives Program (TAP) – Under MAP-21, transportation enhancements, scenic byways, safe routes to school, and several other discretionary programs have been grouped together under the Transportation Alternatives Program.

Transportation Economic Development (TED) Program – The Transportation Economic Development Program is a joint effort of the Department of Transportation and the Department of Employment and Economic Development. The program’s purpose is to fund construction, reconstruction, and improvement of state and local transportation infrastructure in order to:

- Create and preserve jobs.
- Improve the state’s economic competitiveness.
- Increase the tax base.
- Accelerate transportation improvements to enhance safety and mobility.
- Promote partnerships with the private sector.

The program provides state funding to close financing gaps for transportation infrastructure improvement construction costs. These improvements will enhance the statewide transportation network while promoting economic growth through the preservation or expansion of an existing business—or development of a new business.

Trunk Highway (TH) - Major roadways such as Interstates, U.S. Highways, and State Highways.

Urban/Rural Status - Delineation of geographical areas by the Census Bureau. Urban areas represent densely developed territory and encompass residential, commercial, and other non-residential land uses; redefined after each decennial census by applying specified criteria. Rural areas encompass all population, housing, and territory not included within an urban area.

User Cost - The total dollar cost of a trip to a user for a particular mode of transportation; includes out-of-pocket costs, such as transit fares, gas, oil, insurance, and parking for autos plus a valuation of implicit cost, such as waiting and travel times.

Vehicle Miles Traveled (VMT) - Commonly used to measure the demand on our transportation network; computed by multiplying the annual average daily traffic (AADT) by the centerline road miles.

Volume-to-Capacity Ratio - The hourly number of vehicles expected to use a roadway in the busiest hour, divided by the number of moving vehicles the roadway can safely accommodate in an hour.